



CITY OF PATTERSON, CALIFORNIA
EMPLOYMENT OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF HUMAN RESOURCES

1 PLAZA, PATTERSON, CA 95363

(209)895-8011

INVITES APPLICATIONS FOR THE POSITION
PART-TIME CASHIER

SALARY

\$16.90 - \$17.90 Hourly

OPEN: February 27, 2026

DEPARTMENT: Finance Department

RECRUITMENT: Internal and External Candidates

DEADLINE TO APPLY: March 20, 2026

TO APPLY: Apply at www.pattersonca.gov

PRINCIPAL DUTIES:

Under direct supervision, the Cashier receives, accounts for, and reconciles cash, checks, and electronic payments. This position is responsible for collecting and maintaining revenue and transaction records. Incumbents receive, post, issue receipts, reconcile, and balance deposits daily. Revenues collected include utility billing payments, various municipal services, and recreational program fees. Must accurately collect, account for, and safeguard all funds, including tallying and reconciling monies received at the end of each shift. Must be able to generate and reconcile revenue reports. Operate a multi-line phone system, provide information on department and program areas, and refer inquiries as appropriate. Greet and assist customers at the front counter, via telephone, or email by responding to inquiries professionally and courteously. Performs related duties as required and assigned.

This position is established for 19 hours a week and will be working weekdays during regular business hours.

MINIMUM QUALIFICATIONS:

Education:

Must have a High School Diploma or GED equivalent.

Experience:

Cashier – None Required. One (1) year of related experience preferred.

LICENSE OR CERTIFICATES:

Must possess a valid class C driver's license.

SPECIAL REQUIREMENTS:

Bilingual (Spanish/English) preferred.

KNOWLEDGE & SKILLS: Basic principles and practices of cash handling and financial record keeping; modern office practices, including effective use of a personal computer and standard software applications; principles and practices of customer service.

ABILITY TO: Operate a cash register, calculator, and computer, make accurate mathematical computations; correctly count and change money of all denominations; keep financial and statistical records; operate orderly and honestly in the handling of all revenues. Communicate clearly, concisely, and effectively with co-workers, parents, young children, teens, and the public. Establish and maintain effective working relationships with those contacted in the course of work. Maintain a neat and clean work area; understand and follow oral and written instructions. Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position.

PHYSICAL REQUIREMENTS: May be required to sit for extended periods, to hear and speak to communicate effectively on the phone and in person; intermittently twist and bend to reach; and use simple grasping and fine manipulation for keyboard or cash register. May be required to stoop and reach above shoulder level. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

ENVIRONMENTAL CONDITIONS: Work may be performed in an office setting, recreation facility, or in the field; noise levels are usually quiet in the office, to moderately loud in the field or at the pool.

Prior to appointment, eligible candidates will be required to submit to and successfully pass a medical examination, drug screen and background investigation, which will include fingerprinting.

The City of Patterson is an Equal Opportunity Employer

**PART-TIME CASHIER
SUPPLEMENTAL QUESTIONNAIRE**

1. What is the highest level of education you have received?

- Not a High School Graduate
- High School Diploma or GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree

2. How many years of experience do you have performing cashier duties?

- None
- Less than 1 year
- 1 – 2 years
- 3 or more years

3. Most tasks given will involve working with the public. What does customer service mean to you? Explain the difference between external and internal customer service.

4. This position involves working weekdays during standard business hours. Are you available to work during these hours?

- Yes
- No